

# Planning for the Unexpected

Presented by Gina L.B. Minks

## Risk Assessment - Location

Assess your institution's vulnerability to the following destructive forces on a scale of 1- 5:

5= Strong probability/Has Occurred

4=Slightly Probable

3=Possible

2=Remotely possible

1=Improbable

Destructive Force	1	2	3	4	5	More Information
Severe Weather						
Tornado						
Flooding						
Hurricane						
Earthquake						
Fire						
Bomb Threat						
Terrorism						
Pest Invasion						
Vandalism						
Hazardous materials						
Chemical accidents						
Transportation Accidents						

## Risk Assessment - Facilities

Assess your institution's vulnerability to the following destructive forces on a scale of 1- 5:

5= Ongoing area of Concern

4=Definite risk

3=Possible risk

2=Not a risk at this time

1=Not applicable

Situation	1	2	3	4	5	More Information
Leaky/damaged roof						
Clogged/damaged gutters						
Old plumbing/pipes						
Unmaintained heating system						
Faulty/Inadequate wiring						
Inadequate or no smoke/heat detectors						
Inadequate or no fire suppression						

## Emergency History

Date	Event	Area Affected	Damage

## Salvage Supplies – a partial list

Paper towers	Freezer paper	Rubber gloves	Plastic milk crates	Mylar polyester sheets
Blank newsprint	Nylon fishing line	Clothes pins	Sponges	Plastic trash bags
Blotter paper	Plastic sheeting	Lysol liquid/alcohol	Pencils	Stickers & tags
Clipboard	Caution tape	First aid kit	Tape (all kinds)	Scissors & utility knives
Aprons & smocks	Metal book trucks	Rubber boots	Glo-sticks	Brooms
Plastic buckets	Plastic trashcans	Camera	Dehumidifiers	Grounded ext. cords
Fans	Forklift	Portable generator	Hard hats	Portable lighting
Mops & Pails	Pallets	Safety glasses	Respirator	Refrigerator truck
Portable sump pump	Portable tables	Wet vacuums	Water hoses w/nozzle	Waterproof clothing

## Medical Emergency!!

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## Salvage Dilemma!!

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## Evacuation!!

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## ANY QUESTIONS??

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